



IDFPR

Illinois Department of
Financial and Professional Regulation

Division of Professional Regulation

Qualifications for Licensure:

Cemetery CE Sponsor (255)

Effective: 12/2024

Revised: 02/2026

READ ME FIRST

The Division of Professional Regulation hopes that you will find the below useful in successfully applying for a license in the State of Illinois. Carefully review this information as it will assist you in applying for your license and eliminate any processing delays.

Important:

- An application is active for three years from the date of receipt by the Department.
- Before contacting the Department, please review our FAQs for answers to most questions. <http://www.idfpr.illinois.gov/About/FAQ.html>
- If your question is not addressed in our FAQ's, please contact the department at 1-800-560-6420.

LICENSE QUALIFICATIONS

CE course content:

- a. Contain materials that contribute to the advancement, extension and enhancement of professional skills and knowledge in the practice of cemetery management and/ or providing customer service at a cemetery. The course content shall be designed to focus on such advancement and enhancement of professional skills and knowledge.
 - b. Specify the course objectives, course content and teaching methods.
 - c. Be developed and presented by persons with education and/or experience in the subject matter of the program.
 - d. Specify the number of CE hours that may be applied to fulfilling the Illinois CE requirements for license renewal.
 - e. Include some mechanism through which participants evaluate the overall quality and content of the program.
- Create a "Certificate of Attendance", which contains the following:
 - a) the name, address and license number of sponsor.
 - b) the name and address of the participant.
 - c) a brief statement of the program/workshop subject matter.
 - d) the number of hours attended for each program/ workshop.
 - e) the date and place of the program; and
 - f) the signature of the sponsor.

- Provide a sample C.E. program with course materials (ie. Outline of program and brief biography of instructors.)
- The sponsor will be responsible for providing a certificate of attendance and will maintain attendance records for at least 5 years.
- If the sponsor wishes to provide online classes, the application shall certify that the following requirements shall be met:
 - Signing in and out by participants is verified by instant messaging or a picture that is time stamped; or Audio verification of attendance that is coupled with a time-stamped picture of the participant during each program.
 - A sponsor shall be responsible for determining a method to verify a participant's continuous attendance, subject to approval by the Department, for each program it offers for online classes.
- Providing an email or phone number for customer service and verifying attendance at each course or program and will provide a certificate of completion.
- Shall maintains an office in Illinois for the safekeeping of all records, and maintains office equipment, personnel and office space necessary for certification and recordkeeping.

REQUIRED SUPPORTING DOCUMENTS

This section details the necessary documentation you will be asked to provide during the application process. Please do not begin an application until you are prepared to submit all documentation.

- **Sample CE program** – must provide faculty, course materials, syllabi and a brief biography of instructors.

IMPORTANT INFORMATION ONCE LICENSED

- The sponsor shall be responsible for verifying full time continuous attendance at each program.
- An approved sponsor may subcontract with individuals and organizations to provide approved programs.
- All programs given by approved sponsors shall be open to all licensed Cemetery Managers and licensed Customer Service Employees and not be limited to members of a single organization or group.
- All Cemetery CE sponsor licenses expire on August 31st every 4 years, regardless of issuance date.
- It is your responsibility to update your contact information, including email address with the Department, to ensure that you receive all courtesy renewal email reminders and other notifications.
- The Department posts profession specific notices, statements and other information to the IDFPR website. Licensed professionals should visit the IDFPR website frequently, and their profession specific pages, to stay informed about the latest information and developments.